

FYE

8 February 1988

STAT MEMORANDUM FOR: [redacted]  
Ogden-Allied, Site Manager

STAT FROM: [redacted] Chief  
Operations, FMD/OL

SUBJECT: Procedure for Temporary Emergency  
Alarms at NHB

Enclosed please find the subject document. This procedure is to be used in conjunction with the existing Ogden-Allied Fire Alarm Procedures and will provide additional information for the Building Watch or Fire Alarm Technicians when responding to an emergency alarm at the NHB. This procedure also will complement the one issued on 29 January, 1988, for NHB Trouble Alarms, a copy of which is enclosed.

Also, included herewith, is a copy of the existing UPS Alarm System Procedure with updated UPS Rooms and telephone numbers, and a drawing of the Fire Protection System for the Computer Rooms at NHB, indicating location of Fire Alarm Panels and Annunciators, Sprinkler Zones, UPS Annunciator Panels, EPO Switches and temperature sensors or thermostats.

This procedures and attachments should be issued to all Building Watches and Fire Alarm Technicians.

STAT [redacted]

STAT [redacted] Chief  
Operations, FMD/OL

## I. U.P.S. ALARM

(Building Watch)

1. Check UPS annunicator panel and investigate cause of alarm.
2. Follow UPS trouble shooting procedure (enclosed).
3. Silence all UPS annunciator panel alarms.
4. Reset all UPS annunciator panel alarms.
5. Report situation to Security Duty Office.

## II. FIRE AND HEAT ALARM

(Building Watch or Fire Alarm Technician)

1. Determine cause of alarm:
  - a. Perform quick inspection for obvious causes of alarm. Ex: Fire, water on raised floor, smoke in the air, high temperature in a room.
  - b. Check fire alarm panel and annunciator above the panel.
  - c. Check all thermostats in the room.
2. Report finding to Security Duty Office.
3. If the cause of alarm is a fire, verify that the sprinkler valves that serve the affected area are open and follow existing Fire Alarm Procedure.

4. If the cause of the alarm is high temperature in the room, verify that air handling units and Liebert units serving the area are operating properly and take appropriate action, (If the alarm is being checked by a Fire Alarm Technician, obtain help from Building Watch, if so required).
5. If a sprinkler head goes off accidentally, close sprinkler valves that serve the affected area. Reset fire alarm panel, restore power in the room and start all Liebert units.
6. If the alarm at the Security Duty Station is due to one of the Computer Fire Alarm Panels going into alarm or trouble, (Ex: activation of detector zones), follow existing Fire Alarm Procedure.

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29 January 1988

MEMORANDUM FOR: Chief, HSD/OS  
FROM: Chief, Operations, FMD/OL  
SUBJECT: New Headquarters Building  
Trouble Alarms

1. Enclosed please find a procedure written by our staff to be followed when one of the remote alarms, recently installed at the Security Duty Station to detect trouble at the New Headquarters Building Sounds.

2. Three alarms were installed to indicate fire or heat at each one of the three (3) Computer Rooms at NHB and one (1) alarm was installed to indicate trouble in the Uninterruptible Power System, that provides power mainly to the Computer Rooms.

3. This procedure was discussed with your staff at the Security Duty Office.

STAT

Chief Operations, FMD/OL

cc: FMD Chrono File  
C/NBPO  
C/ER/OPS/FMD/OL

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OL 10029-88

I. NEW HEADQUARTERS BUILDING FIRE AND HEAT ALARM

There are three fire and heat alarms for the New Headquarters Building (NHB). There is one for each Computer Room; 1st Floor Computer Room, 2nd Floor Computer Room and 3rd Floor Computer Room.

IF ANY OF THE THREE ALARMS SOUND

1. Determine which floor is in alarm.
2. Determine if the New Headquarters Building is open or closed.
3. If the New Headquarters Building is Open: call the Computer Room in question to quickly identify the seriousness of the situation.

1st Floor Computer Room

2nd Floor Computer Room

3rd Floor Computer Room

4. If the New Headquarters Building is Closed: Dispatch a Security Protective Officer (SPO) with the combinations to the Computer Room and keys to open the room in alarm.
5. At the same time the SPO is dispatched, the Security Alarm Console Operator should then notify Ogden-Allied Service Call Coordinator on [ ] and report the problem. The Service Call Coordinator will then dispatch either a Fire Alarm Technician or the Building Watch to the appropriate computer room, to meet the SPO and investigate the cause of the alarm.
6. The Security Alarm Console Operator should also notify the situation to the Security Duty Officer.
7. The Building Watch or Fire Alarm Technician will report back to the Security Alarm Console Operator the seriousness of the situation. The Security Alarm Console Operator will then proceed according to set security and fire procedures.

11. NEW HEADQUARTERS BUILDING UPS ALARM

If the New Headquarters Building Uninterruptible Power Supply alarm sounds:

1. Security Dispatch Officer identifies alarm to be the New Headquarters Building Uninterruptible Power Supply alarm.
2. Determine if the New Headquarters Building is open or closed.
3. If the New Headquarters Building is Open: Call  
STAT Ogden-Allied Service Call Coordinator on [ ] and report the problem. The Service Call Coordinator will then dispatch the Building Watch to the New Headquarters Building Uninterruptible Power System Room. The Building Watch will at this time silence the alarm and investigate the cause of the alarm.
4. If the New Headquarters Building is Closed: Call  
STAT Ogden-Allied Service Call Coordinator on [ ] and report the problem. The Service Call Coordinator will then dispatch the Building Watch to the New Headquarters Building Uninterruptible Power System Room. The Security Dispatch Officer should arrange for a Security Protective Officer to open the New Headquarters Building and meet the Building Watch. The Building Watch will at this time silence the alarm and investigate the cause of the alarm.
5. The Security Dispatch Officer should also advise the Security Duty Office of the situation.
6. The Building Watch will report back to Security the situation found.

NOTE: There is no alarm silence button, it must be silenced by Ogden-Allied Building Watch in the New Headquarters Building.

III. ORIGINAL HEADQUARTERS BUILDING UPS ALARM

If the Original Headquarters Building Uninterruptible Power Supply alarm sounds:

1. Security Dispatch Officer identifies which Original Headquarters Building Uninterruptible Power Supply alarm is sounding and the type of alarm. (i.e. UPS in By-Pass).
2. The Security Dispatch Officer may then silence the alarm.
3. The Security Dispatch Officer should then notify Ogden-Allied Service Call Coordinator on [ ] and report the problem. The Service Call Coordinator will then dispatch the Building Watch to the appropriate Uninterruptible Power Supply Room. The Building Watch will at this time investigate the cause of the alarm.
4. The Security Dispatch Officer should also advise the Security Duty Officer of the situation.
5. The Building Watch will then report back to Security on the situation found.

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VII:B-1 UPS ALARM SYSTEM PROCEEDURES

A. Security Duty Office (SDO) Actions:

1. The SDO receives an indication of a UPS Alarm.
2. The SDO immediately calls the Allied Service Call Coordinator (SCC) on Extension
3. The SDO provides the SCC the following information:
  - a. the SDO's name,
  - b. the UPS room name,
  - c. the UPS room location,
  - d. the type(s) of alarm(s).

B. Allied Service Call Coordinators Actions:

1. The SCC first contacts the Watch Chief Engineer  
Unit #3, Phone
2. Inform the responding person which UPS system is in alarm giving its:

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*Allied*

- a. location,
- b. name,
- c. type of alarm.

3. After receiving AUTHORIZATION from the Watch Chief Engineer, the SCC shall call the personnel on TELEPHONE LIST 'A' in order listed until someone is reached.
4. The person contacted from TELEPHONE LIST 'A' shall be informed of which UPS is in alarm, the room number, and the telephone number of the UPS room as indicated on TELEPHONE LIST 'B'.
5. Upon notification from the Allied Electrician that the system is functioning. The SCC shall notify the Watch Chief Engineer (Unit# 3 or ) that all is well.

C. Allied Electricians Actions:

1. The Allied Electrician will call collect the UPS room given to him via. the SCC from Telephone List

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*Allied*

'B'. The electrician will speak with the 2nd Oper. Engineer to determine the extent of the problem. The 2nd Oper. Engineer will follow the instructions given by the electrician. If the electrician and 2nd Oper. Engineer determines that the UPS system is in BATTERY or BYPASS, the 2nd Operating Engineer will immediately call the Computer Control Center, see Telephone List 'C', and inform them of the BATTERY or BYPASS condition.

2. If it is necessary that the Allied Electrician report on the site; the electrician should:

- A. silence ONLY the Audible Alarm.
- B. Determine the extent of the problem.
- C. Log in the time arrived, the hours on the UPS unit, and the alarm sequence.
- D. If the services of the UPS Contractor is required, then the Allied Electrician should call TRU-POWER

*Allied*

1. The Allied Electrician shall inform them of the nature of the problem, the UPS involved, its location, and telephone number of that system.
2. If an answering service answers, the Electrician shall inform them of the UPS room telephone number, and stand by the telephone to advise TRU-POWER of the problem.
3. The Allied Electrician should try to resolve the problem AS DIRECTED BY TRU-POWER over the telephone.
4. If TRU-POWER is required on site:
  - a. arrange for Main Gate access via Security at
  - b. contact the SCC at  to inform  on telephone List 'A'.

E. ONLY if the problem is resolved by the Allied Electrician should the alarm system be reset and the SDO be notified at

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UPS

14/5

UNIT THIS WEEKEND. REFER TO THE FOLLOWING  
IN CASE WE NEED TO CONTACT THEM:

MAINTENANCE EMERGENCY DATA

The following instructions should be followed for proper response from [ ] for assistance during maintenance or emergency situations during the interim period of partial operation as described previously:

1. The KW Controls, Inc. service organization has computerized response when a service call is received to bring up all data for assistance with the client's specific system. When making a call, please identify yourself as the:

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C.

This information was used by [ ] to title their project for the Agency as it was the information contained on the actual equipment Purchase Order. [ ] does not know the project by any other identification; therefore, please use the above information when requiring assistance.

The response time is usually two (2) to four (4) hours with representatives living here locally in the Northern Virginia area. Please use the following telephone numbers when requiring assistance:

[ ] 0730 through 1700 hours (weekdays)

[ ] SERVICE DESK All other off-hours and weekends

The technician that resides in this area who has been involved with this project and its equipment is [ ] Please ask for his services if at all possible.

ALSO - WE MAY NEED TO OBTAIN FULL NAMES,  
SSN AND ARRANGE FOR ACCESS.

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F. The Allied Electrician should notify the SCC at

STAT  that the problem is solved.

D. Allied Operations Engineers Actions:

1. The Chief Watch Engineer shall contact the 2nd Oper.

STAT Engineer via Unit, # 6 or  to report to the UPS room in alarm.

2. If the 2nd Oper. Engineer does not respond

IMMEDIATELY:

the Chief Watch Engineer shall send a 2nd Oper.

Engineer, from the power plant, to the UPS room in alarm.

3. The 2nd Oper. Engineer shall report their findings to

STAT the Chief Watch via Unit # 3 or

4. The Chief Watch Engineer will contact the Allied SCC to AUTHORIZE the calling of Electricians on Telephone List 'A', if required.

5. If the 2nd Oper. Engineer is required to standby by an UPS room , a 2nd Oper. Engineer from the power plant will be notified to provide for building coverage.

6. ALL Operating Engineers should be familiar with Section 'C'- Allied Electricians Actions.

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7. All Operations Engineers shall accept any Collect Call related to UPS Equipment Failure.
8. All Operations Engineers shall follow the instructions given by the Allied Electrician by telephone or on the site.
9. All Operations Engineers shall log in all UPS related activities.

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